

## Subscription Billing

Your subscription will renew every month, unless you notify our office by letter or email that you would like to cancel the online subscription. [sbrennan@duchesne.utah.gov](mailto:sbrennan@duchesne.utah.gov) or [jstevenson@duchesne.utah.gov](mailto:jstevenson@duchesne.utah.gov)

**\*\*Remember if you do cancel your subscription and at a later date you want to use the online services again, you will be charged an activation fee of \$20.00 plus the cost of the type of subscription you choose.**

You will get a monthly statement emailed to you at the beginning of every month. (If you have a billing department to pay your subscription, please make sure we are notified with their email).

Please remit payment to the Duchesne County Records Office at P.O Box 916 Duchesne, Utah 84021. Below is an application for an online account set-up with Duchesne County. If you are interested please print out the application and fill it out and email it back to us. If you are interested you can now pay your bills online, Copy and paste the link into your web browser and follow the instructions <https://secureinstantpayments.com?ID=27821> . Your account # can be found on your statement.

As of 10/15/16 we will be suspending all accounts that are overdue by more than 45 days, and the account will remain suspended until the balance has been paid. As of 10/15/16 any account more than 45 days past due will be charged an overdue charge of \$10 with an additional \$10 dollars for every 30 days past the initial 45 days. When you sign the online services contract you are accepting the financial responsibility for your account.